

# Memorandum



**Date:** July 10, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

Agenda Item No. 12(A)(1)

**From:** George M. Burgess  
County Manager

**Subject:** Equitable Distribution Program Professional Services Agreements First Quarter 2007  
Ratification Report

## **Recommendation**

It is recommended that the Board of County Commissioners adopt the attached resolution ratifying the County Manager's execution of the Equitable Distribution Program (EDP) Professional Services Agreements (PSA) for the first quarter of 2007 as identified on the attached EDP PSA Ratification Report. (Exhibit "A"). The EDP was created to provide a process to equitably distribute architectural, engineering and landscape architectural (A&E) assignments for projects with an estimated construction cost of less than \$1 million. Assignments are issued on a rotational basis to eligible firms. Each firm's position in the EDP Pool is based on each of the firm's approved County technical categories and the rotational value of total County dollars awarded and/or paid over the last three years for County projects. Eighty-five percent of the County's certified Community Business Enterprise (CBE) firms are EDP participants.

## **Scope**

EDP professional service orders impact the capital improvement plans throughout the entire County and all commission districts.

## **Fiscal Impact/Funding**

Funding for the professional services ordered under the EDP is identified at the time of issuance of the service order and is consistent with each department's capital project budgets.

## **Tracking/Monitor**

Each EDP service order specifies the department's contact person responsible for the project. The "EDP Department Project Reports" are available in the Capital Improvements Information System (CIIS). The EDP project is managed by the Office of Capital Improvements (OCI), Roger T. Hernstadt, Director.

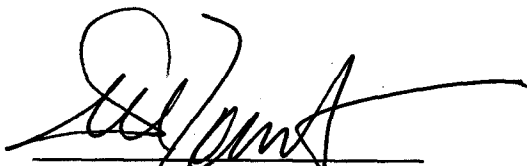
## **Background**

The EDP was established by the Board in June 2001. The program is currently administered by OCI. The EDP is a pre-qualified pool of eligible A&E firms designed to increase opportunities for locally based businesses. The objectives of this program are to equitably and expeditiously distribute small capital improvement design projects within the thresholds established in Florida State Statute 287.055 for continuous contracts as well as to reduce contracting barriers for many architectural and engineering firms. The EDP also affords County departments access to qualified professionals for smaller projects without necessitating a formal solicitation process. The program is structured to distribute projects to participants through a centralized rotational system based on each firm's prior contracting opportunities with the County. The intent of the legislation adopting the EDP was for all architectural and engineering firms meeting the program's eligibility requirements to receive an EDP professional services agreement.

The EDP has achieved its objective by providing opportunities to qualified local firms and thereby reducing previous barriers. As a result, many new local consultants have been able to foster a successful business relationship with the County. Since the implementation of the EDP, OCI has processed more than 745 EDP architectural and engineering work assignments. To date, 695 EDP assignments have been distributed to 220 of the program participants. As of December 31, 2006, there were 221 active EDP firms in the rotational pool. Through the introduction of this program, 85 percent of the A&E firms that previously did not have a County award, have subsequently received an EDP project assignment; 80 percent of the firms with assignments have principal addresses in Miami-Dade County; and as previously stated, 85 percent of the County's certified Community Business Enterprise (CBE) firms are EDP participants.

Through interest in this program, the County has been able to increase its pool of qualified firms, thereby increasing competition and the ability to obtain more responsive firms. The program has provided an efficient mechanism for capital departments to access qualified consultants. The County has also benefited from the implementation of this program by providing A&E professional services in a more expeditious manner. Historically, the solicitation process for procuring miscellaneous contracts took approximately nine months. The average EDP project award takes approximately 30 days.

In October 2006, many of the original EDP contracts began to expire. Consequently, OCI provided new contracts to the firms in good standing. The attached First Quarter 2007 Equitable Distribution Program Professional Services Agreements Ratification Report lists all of the firms that have executed a new contract. In the future, OCI will continue to submit to the Board a quarterly EDP PSA Ratification Report.



Assistant County Manager

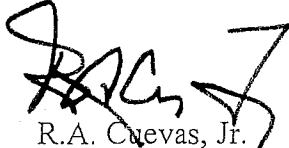


# MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

DATE: July 10, 2007

FROM:   
R.A. Cuevas, Jr.  
Acting County Attorney

SUBJECT: Agenda Item No. 12(A)(1)

Please note any items checked.

\_\_\_\_\_ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised

\_\_\_\_\_ 6 weeks required between first reading and public hearing

\_\_\_\_\_ 4 weeks notification to municipal officials required prior to public hearing

\_\_\_\_\_ Decreases revenues or increases expenditures without balancing budget

\_\_\_\_\_ Budget required

\_\_\_\_\_ Statement of fiscal impact required

\_\_\_\_\_ Bid waiver requiring County Manager's written recommendation

\_\_\_\_\_ Ordinance creating a new board requires detailed County Manager's report for public hearing

\_\_\_\_\_ Housekeeping item (no policy decision required)

\_\_\_\_\_ No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. 12(A)(1)

Veto \_\_\_\_\_

07-10-07

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RATIFYING THE COUNTY  
MANAGER'S ACTIONS, AS AUTHORIZED BY  
SECTION 2-10.4 OF THE CODE OF MIAMI-DADE  
COUNTY IN APPROVING AGREEMENTS FOR  
CONTINUING SERVICES UNDER THE COUNTY'S  
EQUITABLE DISTRIBUTION PROGRAM

**WHEREAS**, this Board desires to accomplish the purposes outlined in the  
accompanying memorandum, a copy of which is incorporated herein by  
reference,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board  
ratifies the actions of the County Manager, as authorized by Section 2-10.4 of the  
Code of Miami-Dade County, in approving the recommendations listed on Exhibit  
"A" attached hereto and made a part hereof.

The foregoing resolution was offered by Commissioner who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 10th day of July, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency. \_\_\_\_\_

Hugo Benitez

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## Office of Capital Improvements

Equitable Distribution Program (EDP) Continuous Professional Services Agreements

**EXHIBIT A**

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**EDP PSA Ratification Report First Quarter 2007**

NOTE: Department work assignments are issued on an as needed basis based on the firms previous award and paid history on County projects.

EDP PSA 2011 A	Expires 1/31/2011	Manager Approval	Clerk Approval	Certifications
A.D.A. ENGINEERING, INC.	09/29/06	10/04/06	CBE*DBE*SBE	
ALLEGUEZ ARCHITECTURE, INC.	12/04/06	12/05/06	CBE*DBE	
ALPHA ENGINEERS CORP.	10/06/06	10/16/06	CSBE*DBE*MICRO/SBE	
ANGEL C. SAQUI, FAIA, ARCHITECTS, PLANNERS, INTERIORS, LTD.	10/24/06	10/26/06	CBE*DBE*MICRO/SBE	
ANTHONY C. BAKER, ARCHITECT & PLANNERS, P.C. INC.	10/12/06	10/16/06	DBE*MICRO/SBE	
ARVELO & ASSOCIATES., INC.	10/24/06	10/26/06	CBE	
AXIS ENGINEERING CONSULTANTS, INC.	12/12/06	12/15/06	DBE*MICRO/SBE	
BASULTO & ASSOCIATES, INC.	10/12/06	10/16/06	CBE*DBE*MICRO/SBE	
BEN LOPEZ & ASSOCIATES, INC.	10/06/06	10/16/06	DBE	
BISCAYNE ENGINEERING COMPANY, INC.	10/24/06	10/26/06		
BROWN AND CALDWELL (CORPORATION)	10/24/06	10/26/06		
CAZO, JARRO ARCHITECTS, P.A.	11/28/06	11/30/06		
CHEROKEE ENTERPRISES, INC.	10/24/06	10/26/06	CBE*CSBE*DBE*SBE	
CIVIL WORKS, INC.	10/24/06	10/26/06	CBE*DBE*MICRO/SBE	
CRJ & ASSOCIATES, INC.	10/06/06	10/16/06	CBE*DBE*MICRO/SBE	
EAC CONSULTING, INC.	10/06/06	10/16/06	CBE*DBE*SBE	
EDWARD LEWIS ARCHITECTS, INC.	10/26/06	10/26/06	CBE	
EDWARDS AND KELCEY, INC.	10/24/06	10/26/06		
ES CONSULTANTS, INC.	11/08/06	11/10/06	CBE*DBE*MICRO/SBE	
EVANS ENVIRONMENTAL AND GEOLOGICAL SCIENCE AND MANAGEMENT, LLC	10/12/06	10/16/06		

EDP PSA 2011 B	Expires 5/31/2011	Manager Approval	Clerk Approval	Certifications
FERGUSON GLASGOW SCHUSTER SOTO, INC.	11/08/06	11/10/06	CBE*MICRO/SBE	
FORD ENGINEERS, INC.	11/08/06	11/10/06		
G.M. SELBY & ASSOCIATES, INC.	10/24/06	10/25/06		
GARTEK ENGINEERING CORPORATION	10/24/06	10/26/06	DBE*MICRO/SBE	
GLE ASSOCIATES, INC.	11/08/06	11/10/06		
GURRI MATUTE, P.A.	10/12/06	10/16/06	CBE*DBE*MICRO/SBE	
HDR ENGINEERING, INC.	11/16/06	11/17/06		
H.J. ROSS ASSOCIATES, INC.	10/24/06	10/26/06		
HNTB CORPORATION	10/24/06	10/25/06		
HP CONSULTANTS INC.	10/26/06	11/06/06	CBE*DBE	
INDIGO SERVICE CORP.	11/09/06	11/14/06	CBE	
INSIGHT DESIGN, INC.	11/08/06	11/10/06	MICRO/SBE	
J.H. MANUCY, INC.	10/24/06	10/25/06		
JOHNSON ASSOCIATES ARCHITECTS, INC.	10/24/06	10/26/06		
ENGINEERING GROUP, INC.	10/26/06	11/06/06	CBE	
KHULY ARCHITECTS ASSOCIATES, INC.	11/28/06	11/30/06	MICRO/SBE	
LOCUS ARCHITECTURE, INC.	11/08/06	11/10/06		
LUIS NAYA DBA NAYA ARCHITECTS	10/24/06	10/26/06	CBE*DBE*MICRO/SBE	
M. E. P. ENGINEERING, CORP.	10/24/06	10/26/06	CBE*DBE*MICRO/SBE	
M. HAJJAR & ASSOCIATES, INC.	11/08/06	11/10/06		
MARTIN-VILATO ASSOCIATES, INC.	11/08/06	11/10/06	MICRO/SBE	
MGE ARCHITECTS	11/28/06	11/30/06		
NEVILLE/STEFFENS ARCHITECTS, LLP	11/08/06	11/10/06		
NUTTING ENGINEERING OF FLORIDA	11/08/06	11/10/06		
NYARKO ARCHITECTURAL GROUP, INC.	10/24/06	10/26/06	CBE*DBE*MICRO/SBE	

**Office of Capital Improvements**

Equitable Distribution Program (EDP) Continuous Professional Services Agreements

**EXHIBIT A**

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**EDP PSA Ratification Report First Quarter 2007**

NOTE: Department work assignments are issued on an as needed basis based on the firms previous award and paid history on County projects.

<b>EDP PSA 2011 C</b>	<b>Expires 9/31/2011</b>	<b>Manager Approval</b>	<b>Clerk Approval</b>	<b>Certifications</b>
PARSONS WATER & INFRASTRUCTURE INC.	10/24/06	10/26/06		
PEDRAZA ARCHITECTS INC.	10/27/06	11/06/06		
PEREZ & PEREZ ARCHITECTS PLANNERS, INC.	10/24/06	10/26/06		
PISTORINO & ALAM CONSULTING ENGINEERS, INC.	10/24/06	10/26/06		
PMM CONSULTING ENGINEERS, CORP.	11/28/06	11/28/06		
POST, BUCKLEY, SCHUH & JERNIGAN	12/11/06	12/11/06		
PROCON ENGINEERING, INC.	10/24/06	10/25/06		
R.J. BEHAR & COMPANY, INC.	10/24/06	10/25/06		CBE*DBE
RIZO CARRENO & PARTNERS INC.	10/24/06	10/26/06		CBE*DBE*SBE
ROSENBERG DESIGN GROUP, INC.	10/24/06	10/25/06		
SANCHEZ-ZEINALI & ASSOCIATES, INC.	10/06/06	10/16/06		CBE*DBE*MICRO/SBE
SANTOS/RAIMUNDEZ ARCHITECTS, P.A.	10/24/06	10/26/06		
SDM CONSULTING ENGINEERS, INC.	10/24/06	10/26/06		CBE*DBE*MICRO/SBE
SIXTO ARCHITECT, INC.	10/24/06	10/26/06		CBE*DBE*MICRO/SBE
SOUTHEAST DESIGN ASSOCIATES, INC.	11/08/06	11/10/06		
SOUTHERN RESOURCE MAPPING OF MIAMI, INC.	11/08/06	11/10/06		CBE*MICRO/SBE
SUZANNE MARTINSON ARCHITECTS, INC.	10/27/06	11/06/06		MICRO/SBE
THE CORRADINO GROUP, INC.	11/08/06	11/10/06		
TOMAS C. ARMSTRONG, P.A. dba TCAPA CONSULTING ENGINEERS, INC.	11/08/06	11/10/06		CBE
VITAL ENGINEERING, INC.	12/19/06	12/21/06		CBE*MICRO/SBE
WOLFBURG ALVAREZ AND PARTNERS	11/08/06	11/10/06		

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